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SIXTY-SIXTH CIA CAREER COUNCIL MEETING

66th Meeting

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MINUTES OF THE CIA CAREER COUNCIL

66th Meeting, Friday, 25 August 1961, 3:30 p.m.
DCI Conference Room

Present: Emmett D. Echols, Chairman
Robert Amory, Jr., Member

25X1A9a [REDACTED] Alternate Member
[REDACTED] Alternate Member
LYMAN B. KIRKPATRICK, Member
H. Gates Lloyd, Alternate Member
[REDACTED] Member
25X1A9a [REDACTED] Recording Secretary
25X1A9a Col. Sheffield Edwards
25X1A9a [REDACTED]

1. The meeting was devoted to reviewing and discussing the proposed Handbook and Notice, both entitled Employee Conduct.

2. The Director of Personnel explained that these issuances, which were prepared by the Office of Personnel, were being submitted for consideration and concurrence at this time to meet the requirements of a White House Directive. In accordance with a memorandum from the Special Assistant to the President, dated 20 July 1961, heads of departments and agencies were directed to publish appropriate internal directives concerning standards of conduct for civilian employees and to supply two copies of such directives to the White House by 31 August 1961.

3. The Council made some editorial changes in the proposed handbook and notice, and agreed that:

a. The issuances should be classified "CIA Internal Use Only," and

b. The handbook should not be given to each and every employee, but distributed to supervisors with the understanding that Deputy Directors will take the necessary steps to ensure that employees under their jurisdiction have the opportunity to read the handbook.

25X1A9a 4. The members of the Council, the Director of Security, and [REDACTED] approved the proposed notice and handbook, subject to changes made

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at the meeting, and agreed that the issuances should be submitted to the Director for approval and authentication.

5. The meeting adjourned at 4:25 p.m.

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Executive Secretary
CIA Career Council

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